

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120046-6
REPORTS INVENTORY

PREPARE IN DUPLICATE

OL/SD/MFB

STAT

I. TITLE OF REPORT (if a fill-in report include Form No.) Records Report						2. TYPE OF REPORT	X STATISTICAL				
							NARRATIVE				
						MACHINE-NAME LISTING					
3. FUNCTIONAL AREA X X		PERSONNEL	TRAINING	ADMIN. GENERAL							
		LOGISTICS	SECURITY	OTHER (specify)							
		MEDICAL	FINANCE								
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 1						
7. FORMAT (memorandum, form computer print-out, etc) Form		8. ADP PROCESSING <table border="1"><tr><td>YES</td><td>IF YES GIVE ADP PROCESSING NO.</td></tr><tr><td>X NO</td><td></td></tr></table>			YES	IF YES GIVE ADP PROCESSING NO.	X NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT DDS/SSS/RAB		
YES	IF YES GIVE ADP PROCESSING NO.										
X NO											
10. PREPARING COMPONENT (include lowest level contributing information to report) Materiel Facilities Branch			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)								
12. COST FACTORS											
A. MANUAL PREPARATION AND REVIEW COSTS											
GRADE	HOURLY RATE	X HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED	=	COST PER YEAR				
GS-14	10.00	1/2	=	5.00	X 1	=	5.00				
GS-5	3.15	1	=	3.15	X 1	=	3.15				
							1 1/2 hrs				
B. COSTS OF COMPUTER PRODUCED REPORTS											
TOTAL COSTS PER YEAR						8.15					

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Directive from DDS. Consistant effort to reduce files and file storage.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

RETAIN AS IS OTHER (explain) _____
 CHANGE
 DISCONTINUE

MAN-HOURS

STAT

DISCONTINUE

13. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

28 Sept 70 Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120044-6
Under Material Facilities Branch

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